



Republic of the Philippines
CITY GOVERNMENT OF MEYCAUAYAN
City of Meycauayan, Bulacan

OFFICE OF THE CITY MAYOR

MEMORANDUM NO. 051- 2020

17 March 2020

TO : ALL PERSONNEL INCLUDING JOB ORDERS AND CONTRACT OF SERVICES

FROM : THE CITY MAYOR

SUBJECT : ALTERNATIVE WORK ARRANGEMENT IN LIGHT OF THE ENHANCED COMMUNITY QUARANTINE

In line with the Memorandum from the Executive Secretary Salvador C. Medialdea dated March 16, 2020 directing to adopt, coordinate and implement guidelines on the imposition of an Enhanced Community Quarantine and the Stringent Social Distancing Measures, the City Government of Meycauayan, Bulacan is hereby implementing the Work from Home Scheme.

A work from home shall be implemented in all Offices except health and emergency frontline services and other critical services, such as but not limited to City Health Office, City Disaster Risk Reduction and Management Office, City Social Welfare and Development Office, City Veterinarian's Office, City Economic Enterprise and Management Office, City Environment and Natural Resources, City Civil Registrar's Office, Meycauayan Traffic and Parking Bureau and City Mayor's Office including the CCTV Room, which shall ensure a skeletal work force. All Department Heads may be on call when the need arises.

Report on the work from home arrangement and skeletal work force adopted by the Offices shall be submitted to the City Human Resource Management Office through email: hmo_meyc@yahoo.com for records purposes and submission to the Civil Service Commission as per CSC Announcement No. 13 s. 2020 dated March 17, 2020.

This Order shall take effect on March 17, 2020 until April 13, 2020 or until such time the Enhance Community Quarantine has been lifted.

For information, guidance and strict compliance.


LINABELLE RUTH R. VILLARICA,
City Mayor